

**Charlotte County  
Board of County Commissioners  
Community Action Agency Advisory Board(CAAAB)  
April 23, 2015 Meeting Minutes**

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**Members Present:**

Commissioner Stephen R. Deutsch, Alleen Miller, Dee Rutko, Dianne Munson, Michael Haymans

**Members Excused:**

Paul Polk, Paul Froeschle

**Members Absent:**

Carrie Blackwell-Hussey, Phil Wickstrom

**Staff Present:**

Jessica Ralston and Vikki Carpenter

**Guests Present:**

**1. Welcome and Roll Call**

Due to Chair not in attendance, Ms. Vikki Carpenter opens the meeting at 2:12 pm.(Michael Haymans (Chair) took over meeting once he arrived) All present members and staff introduced themselves

**2. Public Input**

None.

**3. Approval of January 2015 Meeting Minutes – *Vote Required***

No quorum present. Minutes will be reviewed at next upcoming meeting. Dianne Munson requested there be a correction on page 2, referencing the Ron Thomas as a participant or leader in the SimSoc which stands for Simulated Society. Correction noted and will be changed.

**4. CSBG 2015 Contract Modification – *Vote Required***

No quorum present. Ms. Carpenter informed the Board that the report is not complete as of yet, however, it will be finished by next week so that we may send off to the State. Vikki explained that we received a Mid-Year Contract Modification from DEO. Mrs. Jessica Ralston explains the funding received totals \$14,726.00 and we are currently working on inputting the amount in hopes that the majority of the funding will be allocated for program costs and direct client services. Mrs. Ralston suggests that the majority of the funding should be entered into our highest need category, Childcare services (Full/part time care, Before & After School care and Summer Camps). Mrs. Ralston explains that the current Family Self-Sufficiency clients together, the waiting list client base, the need is for childcare services which she believes stems from the waiting list at the Early Learning Coalition together with limited funding for those services. The Board recommends that the funding be allocated in categories discussed.

#### **5. CSBG Quarterly Report (2<sup>nd</sup> Qtr) – Vote Required**

No quorum present. Mrs. Ralston informed the Board members that the CSBG Quarterly Report is currently being prepared, and is not yet ready for voting. Mrs. Ralston passed that the Household Report (10/1/2015-3/31/2015-AttachmentA). She explains that the significant difference in the reporting derives from a recent change from Department of Economic Opportunity (DEO). The previous reporting reflects that our agency was under reporting our outcomes. DEO explained in detail that we must accurately reflect the services that we are providing, each time we provide that service, not just one time for the Fiscal year. Mrs. Ralston explains that this will considerably change our goals that we have predicted for the year together with the goals which we have obtained already in the services that we are delivering to our clientele. She states that we must modify the reporting to reflect the new changes and that the reports will be completed and sent to the state by next week. Ms. Carpenter states that we will bring the completed report to the Board at our next quarterly meeting.

#### **6. Update on Current Membership/Vacancies**

Ms. Carpenter discusses current membership enrollment. She explains that the Private Sector seat is vacant due to membership term expiration. She states that Paula Willman from the Punta Gorda Housing Authority is interested in participating on the Board. Ms. Carpenter opens the floor for discussion. Board members who are present discuss Paula Willman being recommended to take to the Board of County Commissioners for final approval. The Board recommends Paula Willman for the Private Sector section vacancy. Ms. Carpenter discusses the other current vacancies in the Low-Income Sector in Englewood and Port Charlotte. The positions are an elected position and must hold a vote in order to fill those vacancies. She requests that if the Board knows of anyone interested in those areas please inform them of the current vacancy. Mrs. Ralston informed the Board that there is an Emergency Solutions Grant (ESG) client whom is interested in giving back to the community. She explains that the ESG grant requires this board to have a homeless or previously homeless person partake on this Tri-Parte board.

#### **7. Department Update**

Mrs. Carpenter states that Emily Lewis is no longer with our department. She explains that she has taken another position in the County as a Legislative Liaison. She informs the Board that Lori North will be starting as our new Family Services Division Manager on 4/29/15. Ms. Carpenter explains she comes from the Health Department and was the Health Educator. She explains she has served on many committees within the County which she has developed several partnerships and will be a good fit for our team.

Mrs. Carpenter informs the Board that Jessica Ralston and Althea Connor will be going to the Florida Prosperity Partnership Conference in May 2015. They will also be attending the Florida Association Community Action Agency Conference in May 2015. The conferences will be held in Orlando, Florida.

Mrs. Ralston informs the Board regarding upcoming changes in the Low-income Home Energy Assistance Program (LIHEAP). She explains that the state has come out with a standardized crisis definition. She also states that if the clients qualify for the crisis benefit staff must now make a qualifying action within 18 hours. New documentation has been created to ensure the new requirement is met.

## **8. Public Comments – limited to 3 minutes each**

None.

## **9. Member's Comments**

Ms. Carpenter informs the board of the upcoming training/refresher on SunShine Law which we plan on conducting at one of our next quarterly meeting in July 2015 or October 2015 depending on the filling of the vacancies.

Present members discussed to option to move meeting to either another time and/or day in order to better suit their availabilities. Due to no quorum, all voting categories will be voted on at the next quarterly meeting.

Dee Rutko explains that they are accepting candidates who receive SNAP (food stamps) benefits. She requests that if the board services any clients who may be eligible, please send them to CareerSource of Southwest Florida for more information and qualifying information.

Mrs. Dianne Munson passes out 11<sup>th</sup> Annual Punta Gorda Hibiscus Festival that will be on May 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>. She explains festivities that will be taking place and asks that we inform our agencies and public to get the word out. She also states that on May 20, 2015 there will be Emergency Management Training at the Salvation Army to train volunteers to prepare and partake in Hurricane readiness.

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## **10. Adjournment**

Michael P. Haymans adjourns meeting at 3:23pm.

Respectfully Submitted,

A handwritten signature in purple ink, appearing to read "J. Rutko".

Recording Secretary